

Form CAFC712 – Request for Service by Publication

In what Missouri county is this case pending?

In the Circuit Court of

MISSOURI

What is the case number in the pending case?

Case Number

Division Number

Your Information

1. My current full name is:

(First Name)

(Middle Name)

(Last Name)

(Jr./Sr./III)

2. ☐ I am the Petitioner/Plaintiff in this case.

☐ I am the Respondent/Defendant in this case.

Warning – If you know where the party to be served by publication can be found and you fail to disclose it on this form, the judgment in this case can be set aside in the future!

Information for Service by Publication

3. The current name of the party to be served by publication is:

(First Name)

(Middle Name)

(Last Name)

(Jr./Sr./III)

4. The last known address of the party to be served by publication is:

(Street)

(City)

(State)

(Zip)

(Telephone Number)

(E-Mail Address)

5. I have attempted to locate the party to be served by publication by doing the following things: *(Check all that apply)*

☐ I have contacted the following family and friends of the party to be served by publication, but they were not able to tell me where he or she can be located:

☐ I have looked in the telephone book for the telephone number and/or address of the party to be served by publication.

☐ I have attempted to have the party to be served by publication personally served, but the party to be served by publication could not be found.

☐ I have searched the internet for the telephone number and or address of the party to be served by publication.

☐ I have contacted people at the former employer of the party to be served by publication in an attempt to find his or her current whereabouts.

☐ I talked to the party to be served but he or she refused to give me any information about his or her location.

☐ Other _____

5. The last time I talked with the party to be served by publication was on _____.
6. The last time I saw the party to be served by publication was on _____.
7. The party to be served by publication has the following email address: _____.
8. The party to be served by publication has the following mobile telephone number: _____.

Petitioner/Plaintiff, being of lawful age and duly sworn on his or her oath, states that he or she is the petitioner named above and that the facts stated in this Request for Service by Publication are true according to his or her best knowledge and belief.

▶ _____
Affiant - SIGN HERE PRINT YOUR NAME HERE

Subscribed and sworn to this _____ day of _____, 20____.

Notary Public

My Commission Expires: _____

Sign this in front of a
Notary Public

This should only be
completed if a lawyer
helped you with this
form

ATTORNEY INFORMATION *(To be completed by your attorney)*

Attorney - SIGN HERE

Missouri Bar Number

Attorney for Movant - PRINT YOUR NAME HERE

(Street)

(City)

(State)

(Zip)

(Telephone Number)

(Fax Number)

(Email Address)

*Do not enter any
information here if you are
filing this case without the
assistance of a lawyer.*

*This information should
be completed by your
attorney.*

☐ *I have assisted
Petitioner/Plaintiff in the
preparation of these
pleadings, but I am not
entering my appearance on
behalf of Petitioner/Plaintiff.*



IN THE _____ JUDICIAL CIRCUIT COURT, _____, MISSOURI

Judge or Division:	Case Number:
Plaintiff/Petitioner:	
vs.	
Defendant/Respondent:	
Nature of Suit:	

(Date File Stamp)

Notice Upon Order for Service by Publication

The State of Missouri to: _____
(name and address of defendant/respondent)

You are notified that an action has been commenced against you in the Circuit Court of _____ (County/City of St. Louis), Missouri, the object and general nature of which is _____

and which affects the following described property: _____

The names of all parties in this action are stated in the caption above and the name(s) and address(es) of the attorney(s) for the plaintiff/petitioner(s) are _____

You are further notified that, unless you file an answer or other pleading or otherwise appear and defend against this action within 45 days after _____ (date), judgment by default will be entered against you.

(Seal)

Date

Clerk

Directions to Clerk

The name of all parties must be included in the caption. The date to be inserted from which the 45 days begin to run is the date of the first publication. If the plaintiff/petitioner has no attorney, the order of publication of notice must recite the address of the plaintiff/petitioner. Only the object and general nature of the civil action is to be stated, for example "for dissolution of marriage." If the address of any of the parties to be served by publication is given in the verified statement, the clerk shall: (A) within ten days after such order of publication mail a copy of the order of publication of notice and a copy of the petition to each such defendant and (B) file a certificate that such copies have been mailed. An affidavit shall also be filed showing the publication dates and the name of the newspaper in which the notice was published. A copy of the published notice shall be attached to the affidavit. (See Rules 54.12 and 54.20)